



GUIDE



# Defense Travel System (DTS) Guide 4: Local Vouchers

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V2.5



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## Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/11/17	DTMO	Update link	Section 6
1.2	08/17/18	DTMO	Updated URLs to https vs. http Updated access through DTS Dashboard	Throughout Section 1.1
2.0	04/05/19	DTMO	Redesign of the local voucher screens	All
2.1	04/22/20	DTMO	Redesign of expenses and receipts screens General update	Section 2 Throughout
2.2	12/11/20	DTMO	Updated Dashboard screen shot General review	Page 4 All
2.3	01/07/21	DTMO	Updated Expense wording Updated mileage expenses screen shots	Section 2, Page 7 Throughout
2.4	02/25/22	DTMO	Rebranding effort	Throughout
2.5	06/10/22	DTMO	Added Browsers for DTS Updated CT links and wording	Chapter 1 Chapter 5

## Chapter 1: Local Vouchers

A local voucher is a claim for reimbursement for expenses you incurred and allowances you earned while conducting official business in the local area near your\* Permanent Duty Station.

A local voucher is a stand-alone document you may only submit after you complete your official duty. Therefore, you may not project expenses or estimate allowances on a local voucher. Instead, only enter actual amounts.



Travel documents are subject to internal (per local business rules) and external (e.g., Defense Finance and Accounting Service [DFAS]) audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance. If you are uncertain if an expense is allowable then review the [JTR](#), contact your Lead DTA or supervisor before submitting the local voucher for approval and payment. Your AO should carefully review the submitted local voucher and return it for correction, if any portion is non-compliant for travel policy.

\* In this guide, “you” are a traveler, unless otherwise stated.

**Note:** Before accessing DTS you need to ensure your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. **Note:** Don't use Internet Explorer (IE) to access DTS.

### 1.1 Create a Local Voucher

To create a local voucher:

1. Select Create New Document, then Local Voucher on the DTS Dashboard (Figure 4-1).

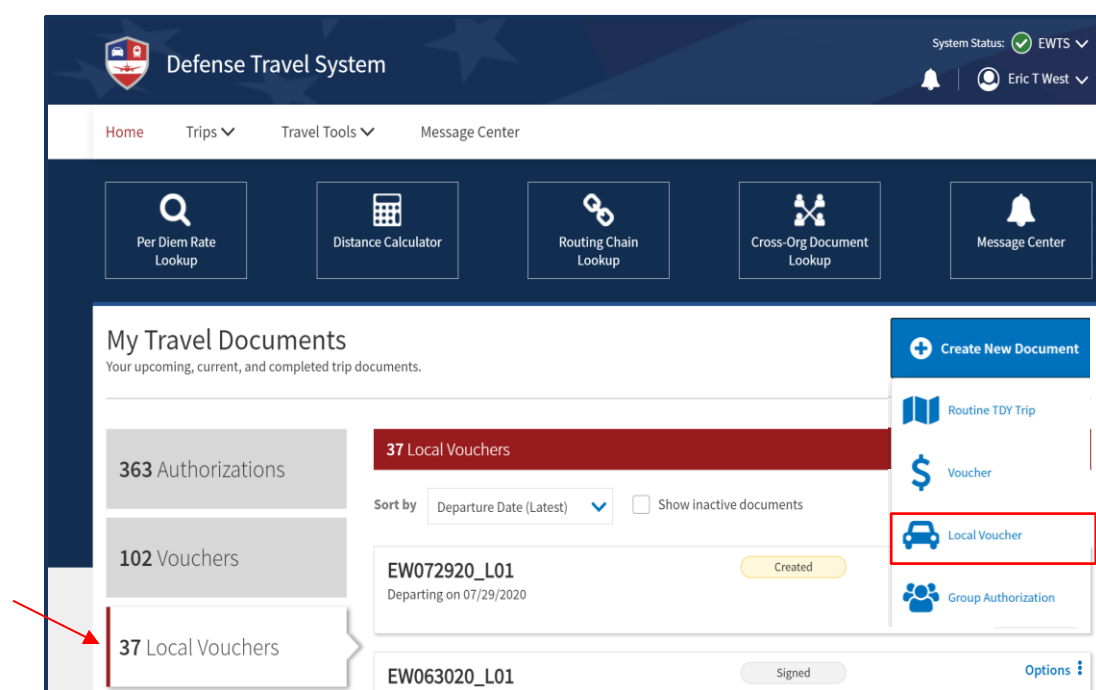
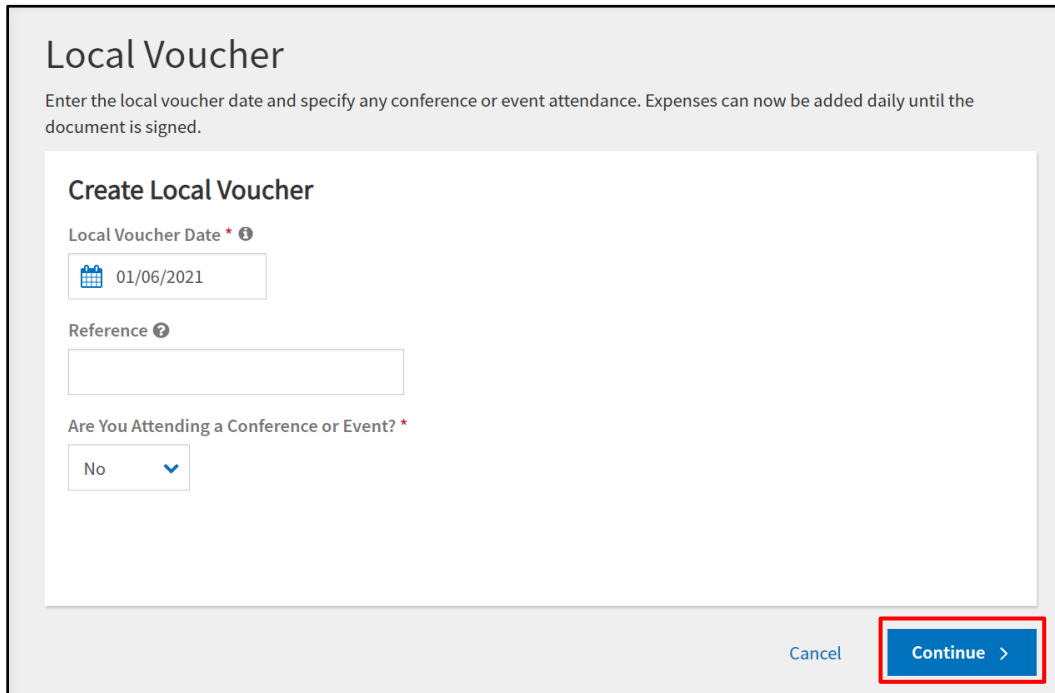


Figure 4-1: DTS Dashboard

The **Create Local Voucher** screen (Figure 4-2) opens. A **Progress Bar**, (left side of the screen) tracks your Local Voucher steps.



The screenshot shows a web interface titled "Local Voucher". Below the title is a subtitle: "Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed." The main content area is titled "Create Local Voucher" and contains three fields: "Local Voucher Date" with a calendar icon and the date "01/06/2021", a "Reference" text input field, and a dropdown menu for "Are You Attending a Conference or Event?" with "No" selected. At the bottom right, there are two buttons: "Cancel" and "Continue >". The "Continue >" button is highlighted with a red rectangle.

Figure 4-2: Local Voucher Date Screen

2. Enter the **Local Voucher Date**. The screen defaults to the current date, but you can change it. Once you save the date, you can't change it.
3. In **Reference**, you can enter information per your local policies or leave the field blank.
4. **Are you Attending a Conference or Event?** Provide a **Yes** or **No** response. If **Yes**, select the conference name using the drop down menu or if the name is not in the listing, select **Other**.
5. Select **Continue** to create the local voucher. The **Enter Expenses** screen (Figure 4-3) opens.

## Chapter 2: DTS Expenses Module



The **Expenses** module allows you to enter all your incurred expenses and earned allowances. You must enter them accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at any time from the **Progress Bar** and then the **Enter Expenses** screen (Figure 4-3) opens.

### 2.1 Add Expenses

Enter your incurred expenses and attach your receipts and supporting records on the **Enter Expenses** screen.

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

Figure 4-3: Enter Expenses Screen

1. To add expenses and mileage allowances select **Add** (Figure 4-3, Indicator 1). The **Add New** screen opens (Figure 4-4). Note: Under **Select Type\*** use the drop-down menu to access the four primary expense categories, **Add Expense From GTCC** and **Documents**.

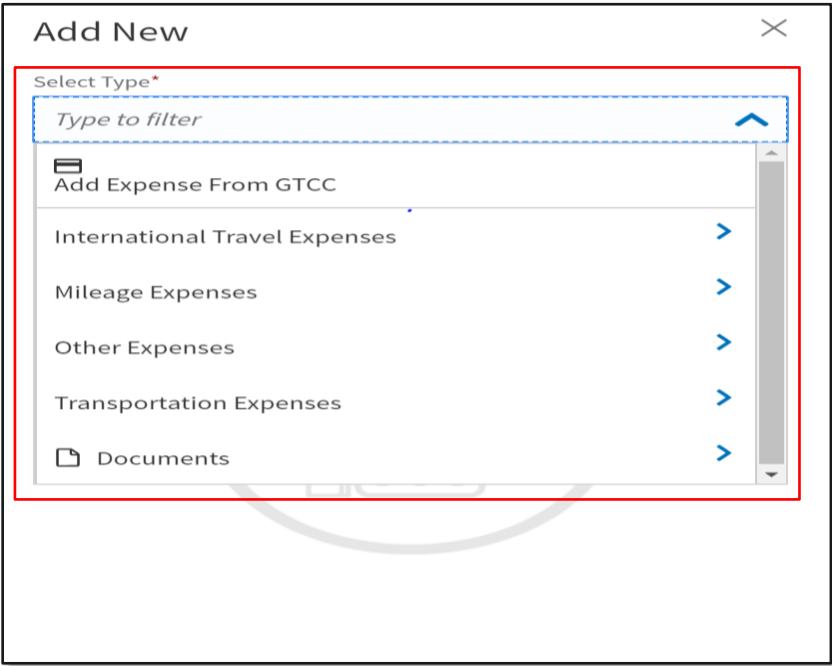


Figure 4-4: Add New Screen

2. Select the **Expense Category**, then the **Expense Types** display (Figure 4-4). Table 4-1 shows the expenses available in each expense category.

**Key Note:** If the **Expense** table does not include an allowable incurred expense, contact your DTA or AO for guidance on entering the expense in DTS.

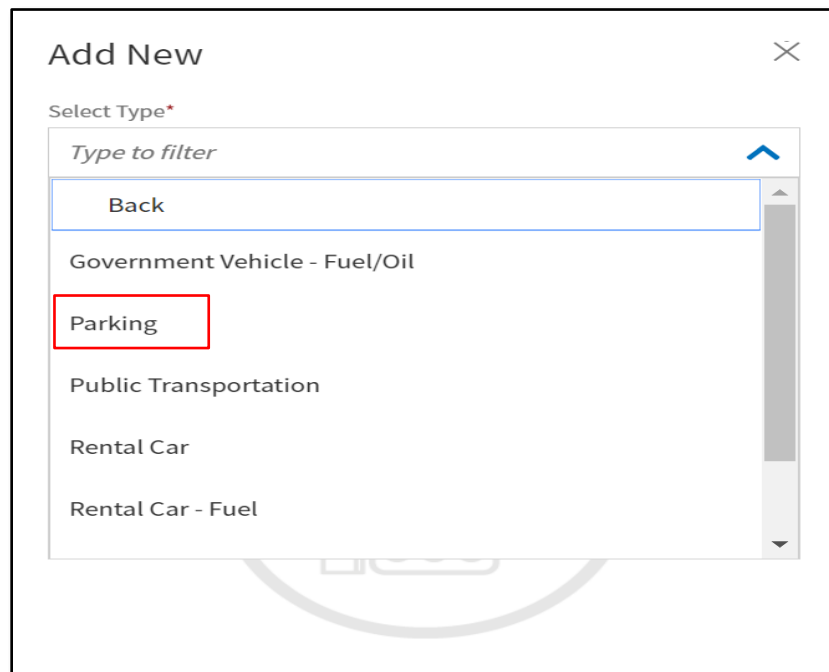
**Example:** When using the Government Travel Charge Card (GTCC) on official travel, if a *Cross Border Processing Fee* occurs, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost, then add notes to the expense for the AO to review.

Table 4-1

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees
Mileage Expenses	Private Auto-Local Area Private Motorcycle-Local Area Private Vehicle-GOV Auth & Avail
Other Expenses	Other-Create Your Own Recruiter – Parking Recruiter – Snack Returned Payment

Transportation Expenses	Government Vehicle-Fuel/Oil Parking Public Transportation Rental Car Rental Car- Fuel Taxi Tolls/Ferry Fees Travel Agent Fee
-------------------------	---

3. On the **Add New** screen, select the expense type (Figure 4-5).



The screenshot shows a mobile application interface titled "Add New" with a close button (X) in the top right corner. Below the title is a section labeled "Select Type\*" with a search bar containing the placeholder text "Type to filter". A list of expense types is displayed below the search bar: "Back", "Government Vehicle - Fuel/Oil", "Parking", "Public Transportation", "Rental Car", and "Rental Car - Fuel". The "Parking" option is highlighted with a red rectangular box. A vertical scrollbar is visible on the right side of the list.

*Figure 4-5: Add New Screen (Expense Types)*

4. The selected expense appears on the **Add New** screen (Figure 4-6). Enter the details. **Note:** Red asterisks (\*) mark required information.



The screenshot shows a modal window titled "Add New" with a close button (X) in the top right corner. Inside the modal, the "Select Type\*" dropdown menu is highlighted with a red rectangular box and displays "Parking" with a downward arrow. Below this is an "Attach Receipt" button. The "Purpose\*" field is a text input with the placeholder "Type to filter". The "Expense Date\*" field shows a calendar icon and the date "01/06/2021". The "Expense Amount\*" field has a dollar sign icon and an empty input box. Below that is a "Currency Converter" link. The "Method of Reimbursement\*" field is a dropdown menu. At the bottom right are "Cancel" and "Add" buttons.

Figure 4-6: Add New Screen (Expense Details)

- **Select Type** displays the expense.
- Option to **Attach Receipt**.
- Select or enter a **Purpose** (why you incurred the expense).
- The **Expense Date** defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. **Note:** If you enter a future date for an expense, you will not be able to sign the local voucher until that expense date occurs.
- Enter the **Expense Amount**.
- DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.
- (Optional) Enter **Notes** for the expense.
- Mileage Expenses contain additional fields to enter. Specifically, you must select a mileage rate (**Private Auto – Local Area**, **Private Motorcycle – Local Area** or **Private Vehicle – GOV Auth & Avail**) and a **Start Location** (My Residence or Duty Station).
- If your Start Location is **My Residence**:
  - Enter your local travel location (Figure 4-7a) in the **End Location**.
  - Select either **One-Way Mileage** or **Commuting Cost** radio button and enter your usual commuting mileage or cost (one-way). DTS calculates your mileage allowance for you.

**Example:** It's 50 miles from your residence to the local travel location. Your daily commute is 30 miles. The mileage rate is \$0.56, so your reimbursement for one direction is 50 miles – 30 miles = 20 miles x \$0.56 = \$11.20 (Figure 4-7a).

**Add New** [Close]

Select Type\*  
Private Auto - Local Area [Dropdown Arrow]

Attach Receipt [Button]

Expense Date\*  
[Calendar Icon] 01/06/2021

My Residence [Dropdown Arrow]

End Location\*  
Arlington, VA [Dropdown Arrow]

If traveling to or from your residence, you won't be reimbursed for your daily commute.

☒ One-way Mileage 30 [Input Field]

☐ Commuting Cost

50 [Input Field] - 30 ) mi X \$0.56 = \$ 11.20 [Input Field]

Method of Reimbursement\* [Input Field]

Cancel [Add]

Figure 4-7a: Mileage Expense Screen (from Residence)

- If your **Start Location** is **Duty Station**, you only need to enter the total **Miles** driven. DTS calculates the mileage (Figure 4-7b).

**Add New**

Select Type\*

Private Auto - Local Area

Attach Receipt

Start Location\*

Duty Station

End Location\*

Arlington, VA

10 mi X \$0.56 = \$ 5.60

Method of Reimbursement\*

Personal

☐ Create a separate expense for round trip

Cancel Add

Figure 4-7b: Mileage Expense Screen (from Duty Station)

**Note:** You can also check a box to create a round-trip expense.

5. Select **Add** (Figure 4-6, 4-7a, and 4-7b). All your expense items display in a list on the **Enter Expenses** screen (Figure 4-8). Per the [JTR](#), all lodging expenses (regardless of cost) and all other expenses of \$75.00 or more require a receipt. DTS flags those items with a **Receipt Required** indicator. Expenses under the threshold may have N/A or no receipt indicator (Figure 4-8, Indicator 1). Selecting the expense **Details** allows you to attach a receipt quickly (Figure 4-8, Indicator 2). See Section 2.3 below for complete steps.

**Enter Expenses**

Sort By: Date (Newest)

\$ Parking Details 01/06/2021		\$15.00 IBA
\$ Private Auto - Local Area Details 01/06/2021	N/A	\$5.60 EFT

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$20.60	\$20.60

Figure 4-8: Enter Expenses Screen

Additional actions for saved expenses are available under options (3-dot icon) on the right side of the expense entry (Figure 4-9). Options include:

- **Duplicate Expense** to copy the same expenses on different days (e.g., the same parking fee each day of a multi-day event).
  - Select Duplicate Expense. The Duplicate Expense screen opens.
  - Enter the date for the duplicated expense.
  - Select **Duplicate Expense**. The duplicated expense displays on the **Enter Expenses** screen.
- **Delete Expense** to remove the expense from the local voucher.
  - Select Delete Expense. The Delete Expense screen opens.
  - Select Delete. The expense is no longer in the document.

**Enter Expenses**

Sort By: Date (Newest) [v] Expand All [↕] [PDF icon]

**Add**

\$ Parking	\$15.00	IBA
Details 01/06/2021		
\$ Private Auto - Local Area	N/A	
Details 01/06/2021		

Options for the second expense: Duplicate Expense, Delete Expense

Figure 4-9: Enter Expenses Screen - Options

## 2.2 Import from GTCC

You can import expenses from your GTCC account into your trip and here's how:

1. From the **Enter Expenses** page, select **Add** (Figure 4-10). The **Add New** window opens (Figure 4-11).

**Enter Expenses**

Sort By: Date (Newest) [v] Expand All [↕] [PDF icon]

**Add**

Figure 4-10: Enter Expenses Screen

**Add New** [X]

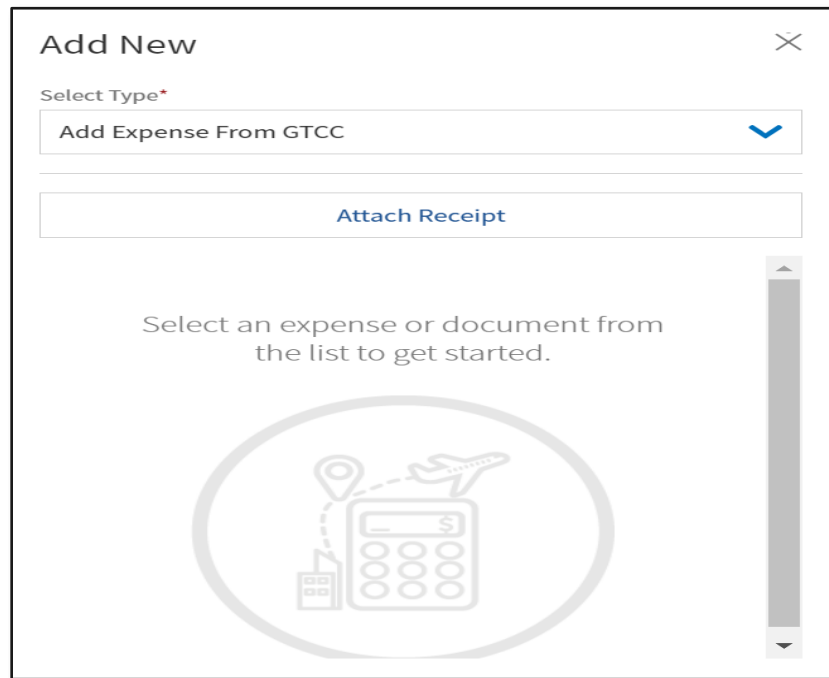
Select Type\*

Type to filter [v]

- Add Expense From GTCC
- International Travel Expenses >
- Mileage Expenses >
- Other Expenses >
- Transportation Expenses >
- Documents >

Figure 4-11: Add Expense From GTCC

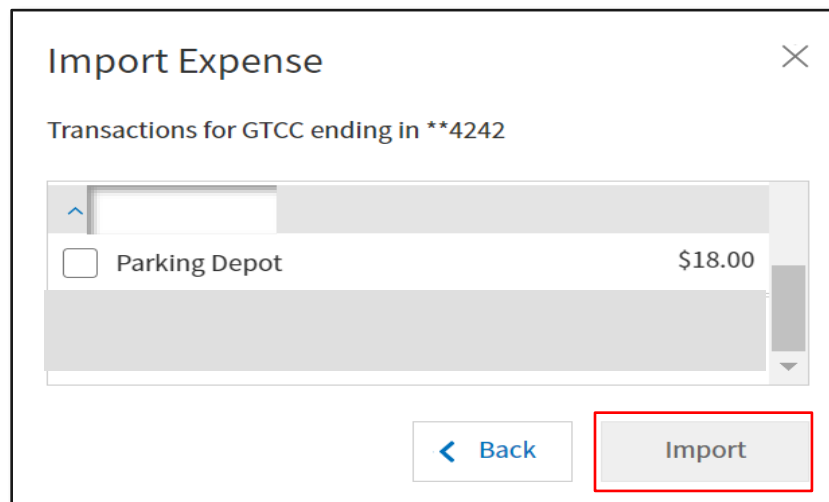
2. Use the drop-down menu and select **Add Expense from GTCC** (Figure 4-12).



The 'Add New' dialog box features a close button (X) in the top right corner. Below the title, there is a 'Select Type\*' dropdown menu with 'Add Expense From GTCC' selected and a blue checkmark icon. Underneath is an 'Attach Receipt' button. The main area contains the text 'Select an expense or document from the list to get started.' and a large, faint circular icon depicting a calculator, a location pin, and an airplane. A vertical scrollbar is on the right side.

Figure 4-12: Expense from GTCC

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 4-13). Select the expense category and expense type.



The 'Import Expense' dialog box has a close button (X) in the top right corner. Below the title, it displays 'Transactions for GTCC ending in \*\*4242'. A list box shows a single entry: 'Parking Depot' with a checkbox to its left and '\$18.00' to its right. At the bottom, there are two buttons: 'Back' with a left arrow and 'Import' with a red rectangular border.

Figure 4-13: Import Expense from GTCC

4. Select **Import**. The expense appears in the expense listing (Figure 4-14)

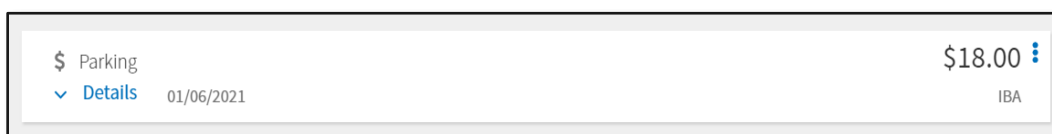


Figure 4-14: Enter Expenses Screen (Imported Expense from GTCC)

**Note:** Only import valid charges (Figure 4-13). Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but you cannot select the expense type and you see a warning message, “This expense cannot be imported,” you must add it manually using the instructions in Section 2.1.

## 2.3 Attaching Documents

The **Enter Expenses** screen (Figure 4-15) allows you to attach documents that support your trip claim such as receipts and memorandums.

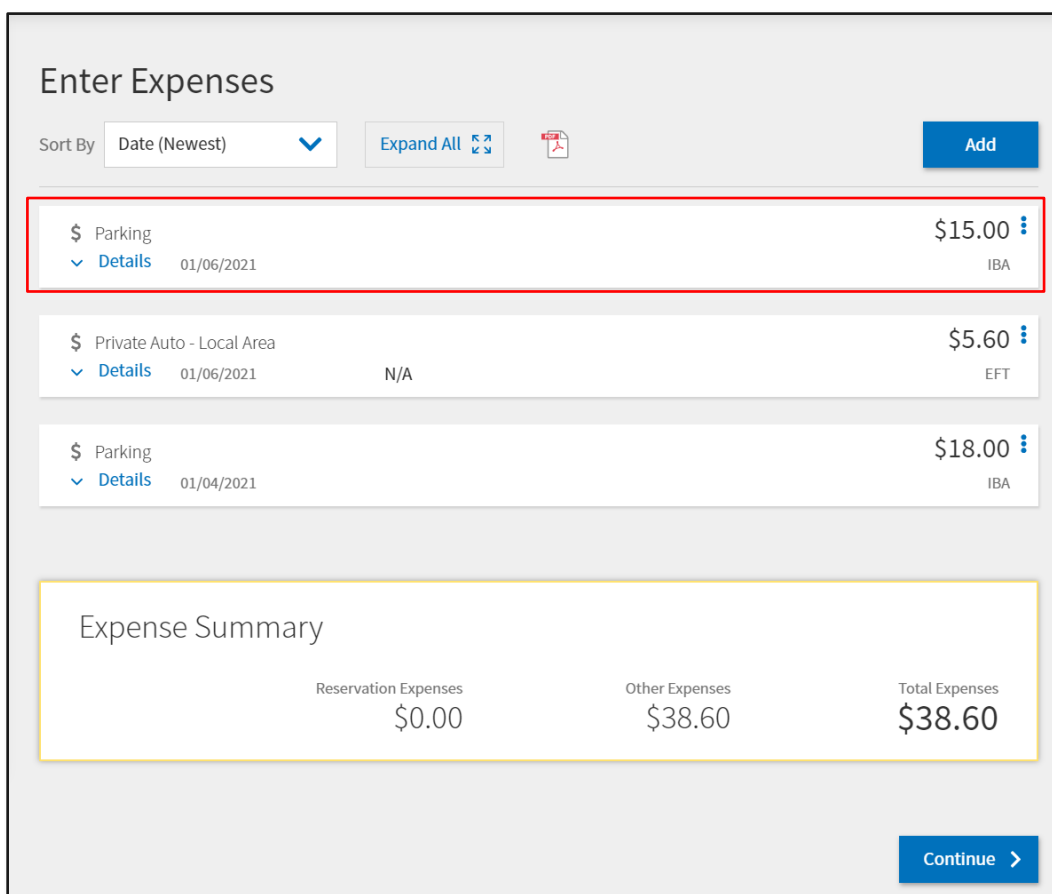


Figure 4-15: Enter Expense Screen

You can attach documents via the **Enter Expenses** screen a couple ways:

- **Details:** Select the **Details** link. The detail screen opens (Figure 4-16).

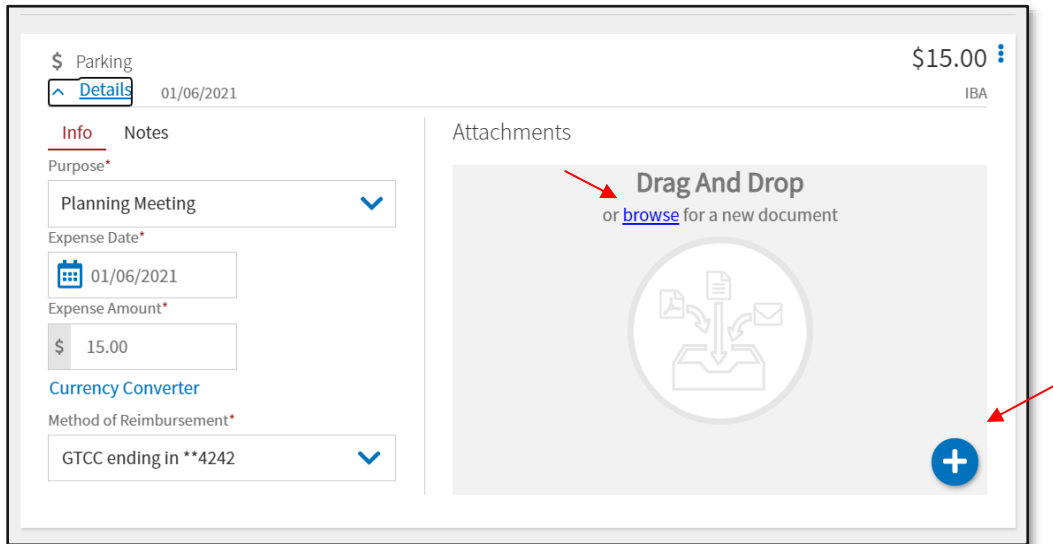


Figure 4-16: Attachments Screen

- To attach a receipt to this expense, select **browse** to search for the file, the **+** sign to upload it, or **Drag And Drop** it into the **Attachments** area. Whichever option you chose, you only need to follow the prompts, then select **Done** to retain the entry.

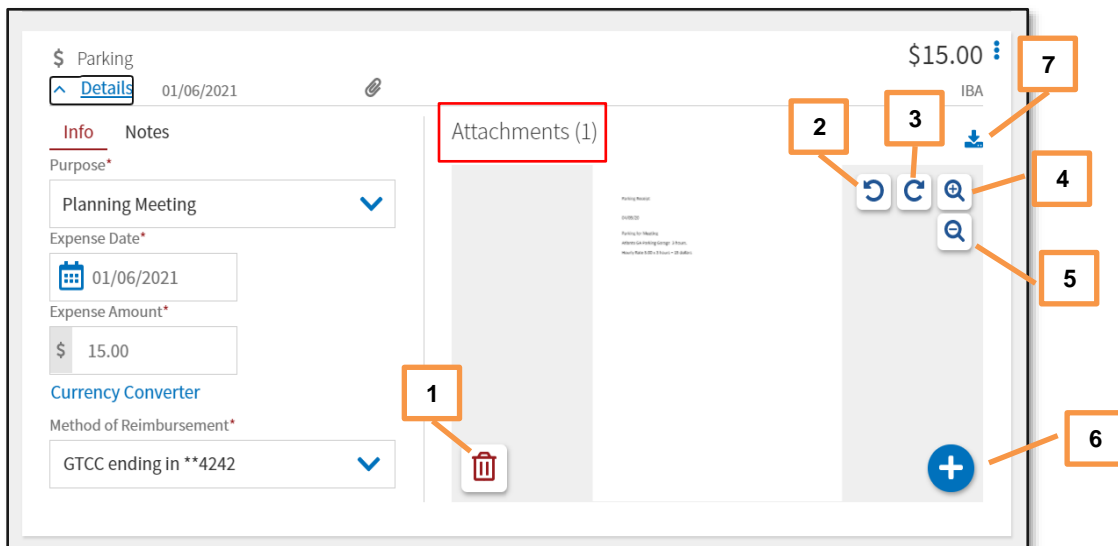


Figure 4-17: Attached Receipt Screen

- Once the file attaches (Figure 4-17), you should see the document and view the number of attachments. Icons on the screen include:
  - Trash can to remove the record (Indicator 1)
  - Rotate Left (Indicator 2)
  - Rotate Right (Indicator 3)
  - Zoom In (Indicator 4)
  - Zoom Out (Indicator 5)



- Add (Indicator 6)
- Download Attachments (Indicator 7)
- **Import a PDF:** Select the **Import PDF** icon and the **Import PDF** window opens.
  - Select **Browse** to search for the file. Choose **Select** (Figure 4-18).

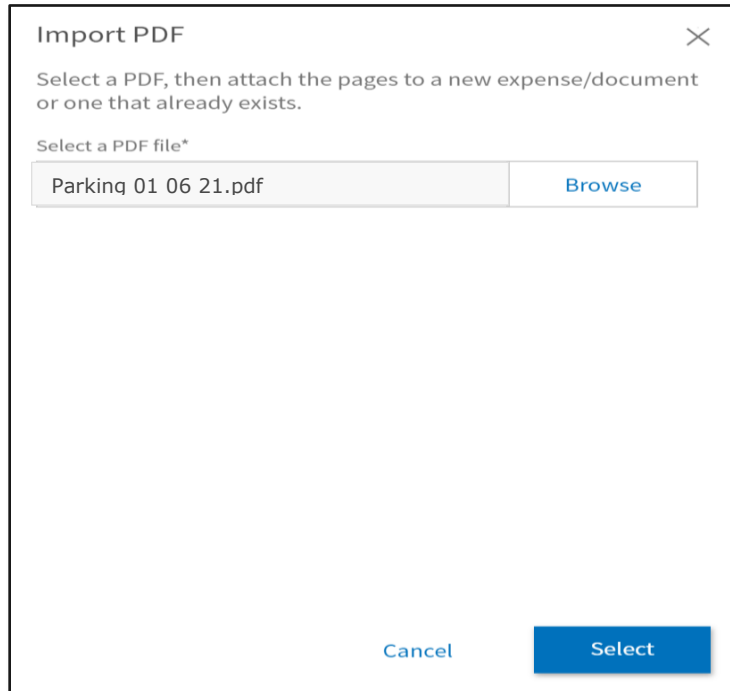


Figure 4-18: Import PDF Screen

- On the **Import PDF** screen check the box, and choose **Next** (Figure 4-19).

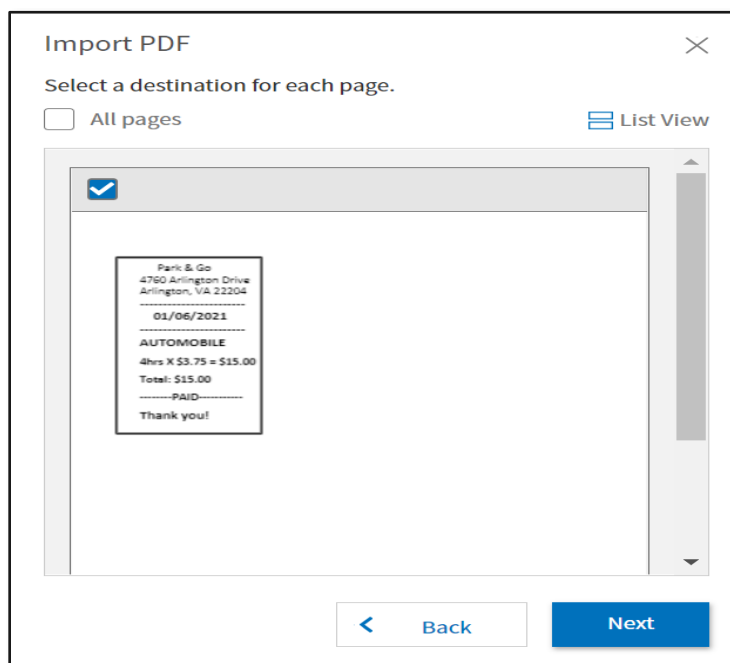


Figure 4-19: Import PDF Screen - Check box

- A list of expense types appears (Figure 4-20). Select **Attach to Existing** (Indicator 1) to associate the file to a current expense, or select an expense type from the list to **Create New** expense (Indicator 2), so you can attach the file. Follow the prompts to advance.

Figure 4-20: Import PDF Screen



- Select **Done** to retain the entry. The **Enter Expenses** screen updates to reflect the attached file with the expense item (Figure 4-21, Indicator 1).

Figure 4-21: Enter Expenses Screen (Receipt Attached)

**Note:** On the **Enter Expenses** screen, you can use the **Download Attachments** option (Figure 4-21, Indicator 2). Once you select the icon, the window opens. You can save the compiled receipts and attached documents zip file to your PC. If you don't attach all uploaded documents, you will receive an information message (Figure 4-21, Indicator 3) for required action.

Once you enter all your expenses or allowances, and provide the required receipts or supporting documents, select Continue (Figure 4-22).

## Enter Expenses

Sort By Date (Newest) Expand All   Add

\$ Parking	01/06/2021		\$15.00	IBA
<a href="#">Details</a>				
\$ Private Auto - Local Area	01/06/2021	N/A	\$5.60	EFT
<a href="#">Details</a>				
\$ Parking	01/04/2021		\$18.00	IBA
<a href="#">Details</a>				
\$ Private Auto - Local Area	01/04/2021	N/A	\$5.60	EFT
<a href="#">Details</a>				

### Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$44.20	\$44.20

Continue >

Figure 4-22: Enter Expenses - Expense Summary

## Chapter 3: DTS Accounting Module

### 3.1 Lines of Accounting

The DTS **Accounting** module identifies where the money is coming from to pay for this trip. Access **Accounting** from the **Progress Bar**. The **Review Accounting** screen (Figure 4-23) opens.

The **Review Accounting** screen shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For our purposes, we will use “LOA,” unless the DTS screen displays the latter.

Before the AO may approve your local voucher, it must contain at least one LOA. However, DTS does not require you to provide that LOA. In fact, you can sign your local voucher without a LOA, and some local business rules require no action from you on this screen. If that is the case, head directly to the **Financial Summary** instead.

**Review Accounting**

Add and allocate lines of accounting.

**ACCOUNTING CODES**

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

+ Add LOA

No Lines of Accounting (LOA) have been added.

**ACCOUNTING SUMMARY**

Calculated Trip Cost  
**\$44.20**

< Back   Continue >

Figure 4-23: Review Accounting Screen

### 3.2 Add a LOA

Many travelers’ profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. You can **Add**, **Edit**, or **Remove** a LOA.

Select **Add LOA** to see the source list then pick:

- **From [Organization]:** These LOAs belong to your organization.
- **Shared LOA:** These shared LOAs were from a higher organization in your hierarchy.
- **Cross Org LOA:** These LOAs have limited use and belong to an organization outside your hierarchy.

### 3.3 Add Multiple LOAs

If you add more than one LOA, DTS requires you to allocate the costs – which means identifying which LOAs are paying for which expense types. Select **Edit LOA Allocations** (Figure 4-24) to divide your costs between LOAs using the options:

- **Percentage:** Select a percent of the total cost to apply to each LOA.
- **Expense Category:** Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date:** Select the date range that applies for each LOA. This is useful for trips that cross Fiscal Years.
- **Specific Expense:** Select an LOA for each expense that appears in the authorization.
- **Category / Date:** Select LOAs based on a combination of both Expense Category and Date.

## Review Accounting

Add and allocate lines of accounting.

### ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) [+ Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION
21 DEFAULT	DTMOCS
21 EXEC	DTMOCS

### Allocations

[Edit LOA Allocations](#)

**Ensure All LOA's are allocated**

**Allocated by Category**

[Hide Details](#)

21 DEFAULT			21 EXEC
CATEGORY	ALLOWED	ACTUAL	
MILEAGE	\$11.20	\$11.20	⚠ This LOA has no allocations
OTHER	\$33.00	\$33.00	
Sub Total	\$44.20	\$44.20	

### ACCOUNTING SUMMARY

Calculated Trip Cost  
**\$44.20**

[< Back](#)
[Continue >](#)

Figure 4-24: Edit LOA Allocations

### 3.4 Financial Summary

The **Review Financial Summary** screen (Figure 4-25) provides details of various financial aspects of the document. Most of the data on this screen is view-only, but you can use the **Adjust Disbursements** link to the move dollar amounts from the GTCC vendor or your bank account. Access **Financial Summary** from the **Progress Bar**.

**Review Financial Summary**

**Expense Summary**

Reimbursable Expenses	\$44.20
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$44.20

[Show Details ▾](#)

**Credit Summary**

Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$44.20
Balance Due US	\$0.00

[Show Details ▾](#)

**Entitlement Summary** [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$11.20	\$33.00	\$44.20
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
<b>Net to Traveler</b>	<b>\$11.20</b>	<b>\$33.00</b>	<b>\$44.20</b>
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
<b>Net Distribution</b>	<b>\$11.20</b>	<b>\$33.00</b>	<b>\$44.20</b>

[< Back](#) [Continue >](#)

Figure 4-25: Review Financial Summary Screen

There are three sections within the **Review Financial Summary** screen:

- **Expense Summary** (Figure 4-25, Indicator 1): Provides the total of all expenses on the voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).
- **Credit Summary** (Figure 4-25, Indicator 2): Supplies information about debts – the total reimbursement you are due to receive - **Net to Traveler**, any amount you were overpaid -**Balance Due US**, and any **Collections** or **Waivers/Appeals** used to help pay off the debt.

- **Entitlement Summary** (Figure 4-25, Indicator 3): Shows the **Total Expenses**, **Prior Payments**, **Collections**, **Previous Pmt Adjustments**, and **Net Distribution** – amount to be paid. The columns show whether the amount in each category affects your bank account (**Personal**) or the GTCC vendor (**GTCC**), then provides the **Total** per category (Figure 4-26). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
  - **GTCC ATM Withdrawal** (Figure 4-26, Indicator 1): If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Additional Payment Paid to the GTCC** (Figure 4-26, Indicator 2): If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meal), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Overpaid GTCC [By Traveler]** (Figure 4-26, Indicator 3): If you overpaid your GTCC account for expenses incurred for the trip, enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

Figure 4-26: Adjust Disbursement Screen



Before submitting your local voucher, you should always ensure that the total listed in the **Net Distribution** to **GTCC** matches the amount the GTCC vendor says you owe, after accounting for all charged expenses. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

Once you finish with **Review Financial Summary**, select **Continue** (Figure 4-25).

## Chapter 4: Review

Under **Review**, you can check and update your **Profile**, verify your trip **Expenses** are correct, and justify any **Pre-Audits** before you **Sign and Submit** your document.

### 4.1 Review Profile

Your DTS personal profile contains vital information (e.g., your home address, work location, EFT, and GTCC), which is required to help you create documents and receive reimbursements. You should check your profile frequently to ensure all the information in it is up-to-date. You can update your data by accessing the **Review Profile** from the **Progress Bar**. The **Review Profile** screen (Figure 4-27) opens.

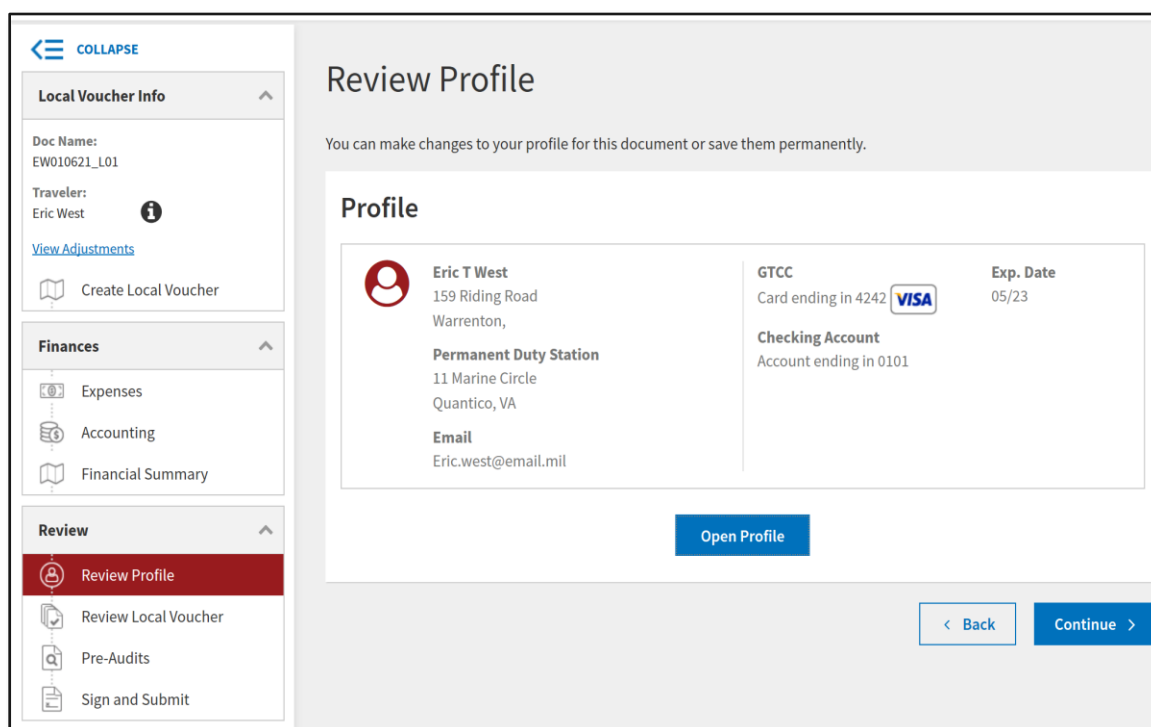


Figure 4-27: Review Profile

You can update most, but not all of your profile information from this screen. Contact your DTA to update fields that you can't update yourself. Select **Open Profile** to access the following screens:

- **Personal Information:** Update your Name, Email address, and Phone Number.
- **Addresses:** Update Residence and Mailing Addresses.
- **Passport:** Enter Name, Passport Number, Expiration Date, and more.
- **Emergency Contact:** Who to contact and number.
- **Service or Agency Info:** Civ/Mil, title/rank, and employer Service or Agency.
- **Duty Station:** Update Duty Station Address, Duty Phone Number, and more.
- **Accounting Information:** Optional – to select a default LOA.
- **EFT and Credit Card Accounts:** Update financial information, such as your GTCC (sometimes reflected as GOVCC in DTS) and electronic funds transfer (EFT) information for your checking or savings account.





**Note:** If your profile reflects that EFT payment is mandatory for reimbursements (which is the case for most DoD personnel), you won't be able to sign the local voucher if your profile is missing EFT data.

To save changes to your DTS personal profile, check the box **Update Permanent Profile** before you select **Save**. Leave the box unchecked to save the information for this document only.

## 4.2 Review Local Voucher

The **Review Local Voucher** screen (Figure 4-28) is the end-to-end trip details displaying all the costs you added to the local voucher, so you should verify all information and correct any errors before you sign it. You can add comments for clarification of expense entries or travel requirements if needed. There is a **Print** option at the top of the screen. You can access the **Review Local Voucher** screen from the **Progress Bar**.

### Review Local Trip Voucher

[Print](#)

#### Details for:

EW010621\_L01 ⓘ

**Local Voucher Dates:** 01/04/2021 - 01/06/2021

**Attending a Conference or Event:** No

**Conference/Event Name:** N/A

**Reference:** [+ Add Reference](#)

Comments to the Approving Official [+ Add Comments](#)

#### Travel Expenses

[Expand All](#) | [Collapse All](#)
[Go to Expenses](#) →

\$

EXPENSES

Total: \$44.20

[Hide Details](#) ^

Private Auto - Local Area Planning Meeting	Location	METHOD OF REIM. Personal	DATE 01/04/2021	COST \$5.60 10 miles
Parking Planning Meeting		METHOD OF REIM. GTCC	DATE 01/04/2021	COST \$18.00
Private Auto - Local Area Planning Meeting	Location	METHOD OF REIM. Personal	DATE 01/06/2021	COST \$5.60 10 miles
Parking Planning Meeting	1 Receipt Attached <a href="#">View</a>	METHOD OF REIM. GTCC	DATE 01/06/2021	COST \$15.00

📄

SUBSTANTIATING DOCUMENTS

No Substantiating Documents

Figure 4-28: Review Local Voucher Screen

Roughly, from top to bottom, the screens display:

- Text fields:
  - A **Reference** number
  - Comments to the Approving Official
- Expenses and allowances you entered, as well as documents you attached. With a **Go to Expenses** link allowing you to open the **Enter Expenses** screen and make any necessary changes.
- A summary of all trip expenses broken down by LOA and by category, along with a **Go To Accounting** link to view and update LOAs, if necessary.
- **Summary** provides the Trip costs and distribution of reimbursement (Personal and GTCC).

The screenshot shows the 'Accounting' section with a 'Go to Accounting' link. Below it is the 'ACCOUNTING CODES' section with a table showing '21 DEFAULT' for the accounting label and 'DTMOCS' for the organization, with a cost of '\$44.20'. A 'Show Details' link is also present. The 'SUMMARY' section is highlighted with a yellow border and contains two tables: 'Document Totals Summary' and 'Disbursement Summary'. The 'Document Totals Summary' table shows 'MILEAGE' at \$11.20 and 'OTHER' at \$33.00, with a 'Calculated Trip Cost' of \$44.20. The 'Disbursement Summary' table shows 'Total Prior Payments' and 'Balance Due US' both at 0.00, and a 'Net Distribution' table showing 'Personal' at 11.20, 'Individual GTCC' at 33.00, and a 'Total' of 44.20. At the bottom right are 'Back' and 'Continue' buttons.

ACCOUNTING LABEL	ORGANIZATION	COST
21 DEFAULT	DTMOCS	\$44.20

[Show Details](#)

### SUMMARY

Document Totals Summary		Disbursement Summary	
MILEAGE	\$11.20	Total Prior Payments	0.00
OTHER	\$33.00	Balance Due US	0.00
<b>Calculated Trip Cost</b>	<b>\$44.20</b>	<b>Net Distribution</b>	
		Personal	11.20
		Individual GTCC	33.00
		<b>Total</b>	<b>44.20</b>

[< Back](#) [Continue >](#)

Figure 4-28: Review Local Voucher Screen (continued)

### 4.3 Pre-Audits

The **Pre-Audits** screen (Figure 4-29) displays items flagged by DTS when they are not within DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access **Pre-Audits** from the **Progress Bar**.

**Note:** You can access this screen at any time. However, before you can sign the local voucher, DTS requires you to access this screen immediately before you proceed to the **Digital Signature** screen. If you don't access those screens in that order, DTS sends cycles you back to **Pre-Audits** before allowing you to sign the local voucher.

**Pre Audits**

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ⓘ

**Pre-Audit**

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.  
[Constructed Travel Worksheet](#)

**0 PRE AUDITS**

👍 There are no Pre-Audits.

**0 ADVISORIES**

👍 There are no Advisories.

< Back   Continue >

Figure 4-29: Pre Audits Screen

The screen is broken into two parts:

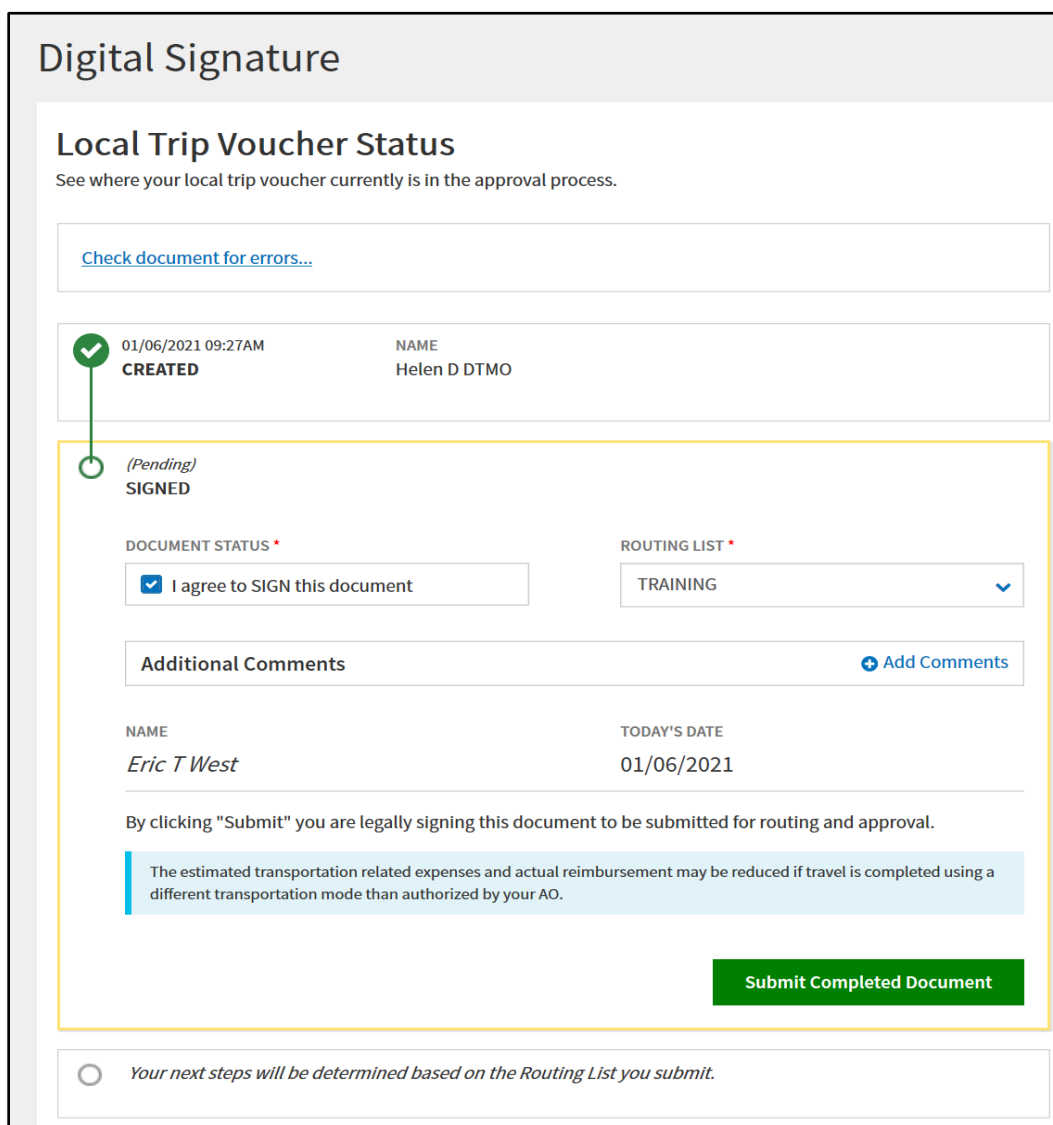
- **Pre Audits (flags):** These items potentially break travel policy or exceed established cost thresholds. Use **Add Justification** to provide **Justification to the Approving Official** explaining why you selected the flagged item and why the AO should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.
- **Advisories (notices):** These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn't include a gas expense for it.) They do not require justification.

When you have properly justified all required items, select **Continue** to proceed to the **Digital Signature** screen.

## 4.4 Digital Signature

The **Digital Signature** screen (Figure 4-30) allows you to sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AO.

You can access the **Digital Signature** screen at any time by selecting **Sign and Submit** from the **Progress Bar**. However, if you access the **Digital Signature** screen this way and attempt to sign the document, DTS will route you back to the **Pre-Audit** screen. See the **Note** in section 4.3.



## Digital Signature

### Local Trip Voucher Status

See where your local trip voucher currently is in the approval process.

[Check document for errors...](#)

01/06/2021 09:27AM  
**CREATED** NAME: Helen D DTMO

(Pending)  
**SIGNED**

DOCUMENT STATUS \* ☒ I agree to SIGN this document

ROUTING LIST \* TRAINING

Additional Comments [+ Add Comments](#)

NAME: Eric T West TODAY'S DATE: 01/06/2021

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Submit Completed Document**

☐ Your next steps will be determined based on the Routing List you submit.

Figure 4-30: Digital Signature Screen

On the **Digital Signature** screen, you can:

- (Optional) Check document for errors.
- See the document stamping history.
- View the (Pending) status stamp (SIGNED, in this case).
- Check the I agree to SIGN this document box under DOCUMENT STATUS.
- (Optional) Change the Routing List your document will follow after you sign it.
- (Optional) Add Additional Comments to the AO.
- Digitally sign the document by selecting Submit Completed Document.

DTS verifies the expense dates against the current date. If you enter an expense with a future date, DTS will not allow you to proceed with signing the local voucher (Figure 4-31). A warning message appears. You will need to either remove the future date expense and then sign the local voucher or wait until the expense actually occurs to sign the trip.

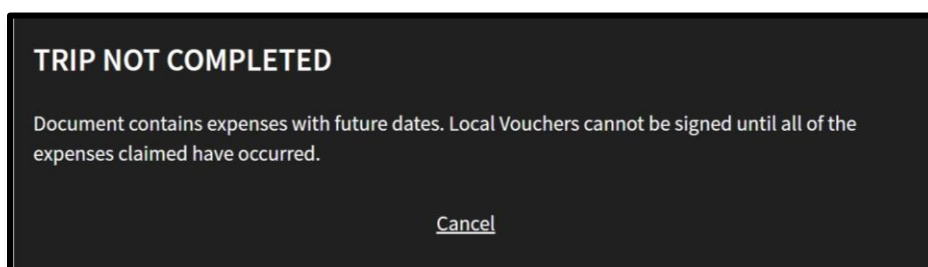


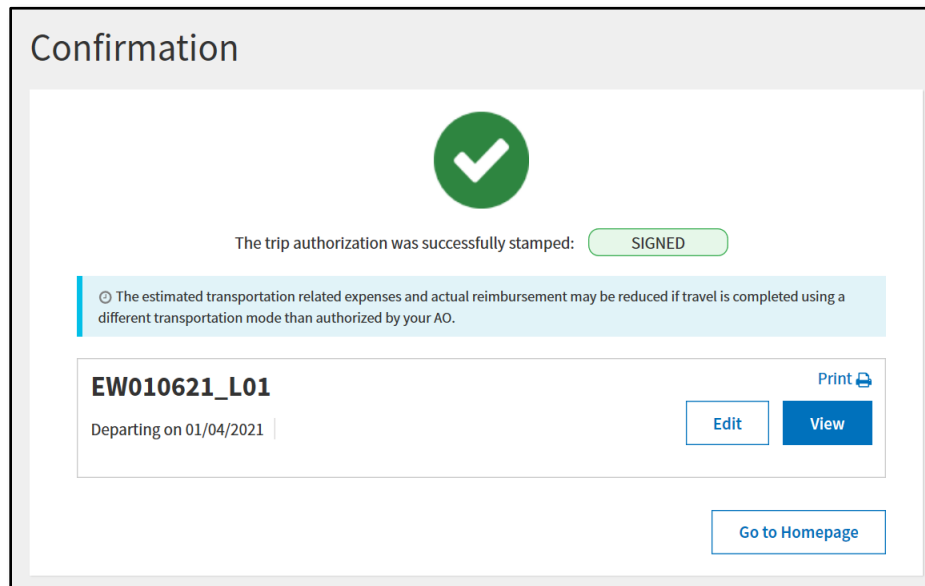
Figure 4-31: Future Date Expense Warning

After you submit (digitally sign) the local voucher, the following steps occur:

- A **Confirm Submission** box (Figure 4-32) informs you of legal aspects of your claim. You must confirm that this is a valid claim and that you understand there are legal penalties for knowingly submitting a false claim.

Figure 4-32: Confirm Submission Screen

- Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.
- A **Confirmation** window (Figure 4-33) lets you know your document has begun to route to the systems and to individuals on the selected routing list.



*Figure 4-33: Confirmation Screen*

- To exit the window, select **Go To Homepage** at the bottom of the screen.

You should receive payment for your claim within 72 hours of the time the AO approves it.

## Chapter 5: Additional Resources

### 5.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS [Component Representatives](#). Also available by selecting the [Contacts: DTS Service/Agency Offices](#) link at the bottom, left side of the [DTS Home](#) page.

### 5.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Search Tool](#).

GUIDES	
Title	URL
DTS Guide 1: Getting Started	<a href="https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF">https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF</a>
DTS Guide 2: Authorization	<a href="https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF">https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF</a>
DTS Guide 3: Voucher	<a href="https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF">https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF</a>
DTS Guide 4: Local Voucher	<a href="https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF">https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF</a>
DTS Guide 5: Group Authorization	<a href="https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF">https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF</a>
Desktop Guide for Authorizing Officials	<a href="https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF">https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF</a>

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	<a href="https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF</a>
Import/Export Trifold  Information Paper	Trifold: <a href="https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF">https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF</a>  Information Paper:

OTHER RESOURCES	
Title	URL
	<a href="https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF</a>
Dependent Travel Information Paper	<a href="https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF">https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF</a>
Renewal Agreement Travel Information Paper	<a href="https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF</a>
*Adjustments & Amendment Trifolds  Information Paper	<p>Update Authorization Trifold:  <a href="https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF">https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF</a></p> <p>Update Voucher Trifold:  <a href="https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF">https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF</a></p> <p>Information Paper:  <a href="https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF</a></p>
Self-Approving Official Information Paper	<a href="https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF</a>
Foreign Military Sales Information Paper	<a href="https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF">https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF</a>
*Constructed Travel Worksheet (CTW) Home page  Pre-Travel and Post-Travel Worksheets:  Pre-Travel and Post-Travel Worksheet Guides  Information Paper	<p>CTW Home page:  <a href="https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/">https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/</a></p> <p>Pre-Travel and Post-Travel Worksheets:  <a href="https://media.defense.gov/2022/Jun/01/2003009908/-1/-1/0/PRE-TRAVEL-WORKSHEET.PDF">https://media.defense.gov/2022/Jun/01/2003009908/-1/-1/0/PRE-TRAVEL-WORKSHEET.PDF</a>  <a href="https://media.defense.gov/2022/Jun/01/2003009905/-1/-1/0/POST-TRAVEL-WORKSHEET.PDF">https://media.defense.gov/2022/Jun/01/2003009905/-1/-1/0/POST-TRAVEL-WORKSHEET.PDF</a></p> <p>Pre-Travel and Post-Travel Worksheet Guides:  <a href="https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF">https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF</a>  <a href="https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF">https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF</a></p> <p>Information Paper:  <a href="https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF</a></p>
*Cancellation Procedures Trifold	Trifold:



OTHER RESOURCES	
Title	URL
Information Paper	<a href="https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF">https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF</a> Information Paper: <a href="https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF">https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF</a>
* Web-based training module is also available in <a href="#">Travel Explorer (TraX)</a>	